Preparing a Course for AgLearn Integration

Please use this annotated form to fill in the appropriate fields and submit it via an ATS ticket. Refer to the AgLearn Content Submission Form FAQ document to answer questions about this submission form. If you have additional questions not addressed by the FAQ document, please email isabel.morrow@ocio.usda.gov.

Pre-submission Checklist

Has the course been tested for SCORM conformance and functionality? **NOTE:** If you are submitting SCORM content, please make sure it is SCORM conformant by running it through a test site such as the **ADL SCORM Conformance Test Suite**. For more information on how to submit content for SCORM conformance, please refer to the AgLearn Content Submission Form FAQ document.	☐ Yes	☐ No
If submitting SCORM content, did you include the file **imsmanifest.xml**?	☐ Yes	☐ No
Do your files contain any spaces in the filenames? **Note:** Filenames cannot contain spaces. The AgLearn content server will not function correctly if spaces are encountered.	☐ Yes	☐ No
Is this a new submission or a revision request?	☐ New submission	☐ Revision request
If this is a revision request, please give us the revision number.	Revision number:	
Is this a Mandatory course?	☐ Yes	☐ No
What is the launch method?	☐ AICC ☐ SCORM ☐ Browser	
Is there an exam or knowledge checks associated with this course?	☐ Yes	☐ No
Have you provided Team AgLearn with the answer key?	☐ Yes	☐ No
If the Item Type is a Video, have you had the Broadcast group load the content on their servers and provide closed captioning or a transcript to meet 508 compliance?	☐ Yes	☐ No
Did the Broadcast group provide you with a URL?	☐ Yes	☐ No
Please list the URL from the Broadcast Group here.		

Item (Course) Information

Item type:	☐ Web Based - New custom course
	☐ Web Based - New course developed in COTS product (i.e. Captivate, Lectora, etc.)
	☐ Video
	Document: ☐ Word Document ☐ PDF
	☐ PQE Exam
	☐ Survey

Using the naming convention of AGENCY-ITEMNAME-VERSION, enter the Item ID of the content you are submitting	Item ID:
Enter the Item Title (this is what users will see in the catalog)	Item Title:
Enter the Domain ID. The domain identifies where the course actually resides as well as the administrators that have access to it.	Domain ID:
Enter an Item Description. The description appears in the Item Details area to users who are browsing the catalog.	Item Description:
Enter the Subject Area (s) where users should logically expect to find the item when searching available catalogs. Subject Areas can be found by browsing the AgLearn catalog. If you are unsure of the Subject Area, enter your Agency name.	Subject Area(s):
Enter the Catalog that will publish the Item. This determines which users can see the Item. Generally the catalog ID is the same as the agency name, meaning only employees in your agency will have access to this item. If you would like to open the item to all USDA users, please specify the USDA catalog.	Catalog(s):
Enter the Assignment Type	☐ Legislatively mandated ☐ Optional ☐ Recommended ☐ Required
Enter the Seat Time. Seat time is an estimate of the time an average user would need to complete the course from start to finish. Industry standards often use the algorithm of 1 minute per content screen and 2 minutes per Knowledge Check or Exam screen.	Seat time (in hours):
Describe the specific goals of the item.	Item goals: • • • • •
Enter the Audience. This is a description of the intended target group of users for this item.	Audience:
Enter the contact information of the person submitting this content.	Name: Email: Phone: Agency: Vendor (if contracted): Vendor Email:
Enter the Contact name that will be recorded in AgLearn. This is the name of the person listed as the **Contact** in the **Item Summary** information in AgLearn. This person will continue to serve as the point of contact for this item should Team AgLearn need to refer questions about the content.	Name: Email:

Folder/Object Information

Note: If you submitted SCORM content and supplied us with the imsmanifest.xml file, you can skip this section. If the course contains more than one Content Object, please fill in the remaining Content Object sections.

Content Object #1

For the Content Object ID, use the naming convention AGENCY-Course-Module#

Note: If you have only one content object, it may be the same as the Item ID, Title, and the Description

Content Object ID:
Content Object Title:

Content Object Description:

Launch Method:

☐ AICC
☐ SCORM
☐ Document
☐ Browser

Content Object #2

Content Object ID:
Content Object Title:

Content Object Description:
Launch Method:

☐ AICC
☐ SCORM
☐ Document
☐ Browser

Content Object #3

Content Object ID:
Content Object Title:

Content Object Description:
Launch Method:

☐ AICC
☐ SCORM
☐ Document
☐ Browser

eHRI Information

For a more detailed description of eHRI codes, please refer to the [AgLearn Content Submission Form FAQ](#) document.

Enter the Training Type Sub-Code for this training	Training Type Sub Code:
Enter the Continued Service Agreement Required Indicator: This indicates whether a continued service agreement will be required for employees to take this training. (Enter Yes, No or N/A for Not Applicable)	Continued Service Agreement Required Indicator:
Enter the Training Accreditation Indicator. Indicates if the training course offers accreditation. (Enter Yes, No or N/A for Not Applicable)	Training Accreditation Indicator:
If the Training Accreditation Indicator is Yes, enter the number of academic credit hours or continued education units that will be earned by the employee for the completed training.	Training Credit:
If the Training Accreditation Indicator is Yes, enter the code for the type of academic credit hours or continued education units that will be earned by the employee for the completed training course.	Training Credit Designation Type Code:
If the Training Accreditation Indicator is Yes, enter the code representing the type of credit hours the employee will receive for the completed training.	Training Credit Type Code:
Enter the code for the training delivery type of this content	Training Delivery Type Code:
Enter the cost to the Government for the training materials to be used during the training unit completed by the employee. It can include but is not limited to cost of supplies, cost of equipment, and cost of software used by the student during the training event.	Training Materials Cost: $
Enter the cost of the training tuition and fee to be paid for by the Federal Government for the training that is to be completed by the employee	Training Tuition and Fees Cost: $

You must complete all the fields in this form before uploading content to your agency folder at ftp://clientftp.genphysics.com. If you do not have an ftp client, click the link below for instructions on how to download a client and then submit your content to your agency folder

[How to Upload Content to the FTP Site USDA AgLearn](#)

After uploading your content, create an ATS ticket and submit this completed form as an attachment to the ticket.

As owner of the ATS ticket, you will receive progress updates each time a test result is available and the ATS ticket is updated. Pay close attention to ATS updates as this will be your primary method of communication regarding your content integration. Do not rely on email to make inquiries or requests, use the ATS ticket system for all communication. Respond promptly to requests for additional action to be taken on your part. Failure to respond to these requests in the ticketing system will certainly delay the process and may result in team AgLearn closing your ticket with no further action being taken to move your content to production.